

Procedure No. 4-02-1
OFFICE OF THE CITY AUDITOR
CITY COUNCIL APPROVAL OF ASSIGNMENTS PROCEDURE

RESPONSIBILITY	ACTION
City Auditor	1. Prior to the beginning of the next fiscal year, submit to the Rules Committee a proposed Audit Workplan.
Rules Committee	2. Review and recommend City Auditor audit assignments for the next fiscal year and forward recommended City Auditor audit assignments to the City Council.
City Council	3. Review and approve Rules Committee recommended City Auditor audit assignments.
City Council Members and City Manager	4. Submit requests for City Auditor services to the Rules Committee.
Rules Committee	5. Forward request to City Auditor.
City Auditor	6. Review request. Respond to Rules Committee at next meeting. Response to include: availability of staff and resources, any external time constraints relative to the requested assignment, and other factors the City Auditor deems important.
Rules Committee	7. Review the City Auditor's response. Approve or disapprove the requested assignment. 8. Communicate the decision to the City Auditor, the City Council, and the assignment requestor.
City Auditor	9. Initiate the assignment as soon as staff becomes available. 10. Report monthly to the Finance & Infrastructure Committee the status of approved audit assignments.
City Manager, City Attorney, or City Clerk	11. Request City Auditor's services when an emergency situation exists.
City Auditor	12. Respond immediately when the request regards an emergency situation. 13. Report to the Rules Committee at its next meeting. Report will include: any requests for immediate response received, what action was taken, and the disposition of the request.